



VACANCY ANNOUNCEMENT
September 13, 2011

Part Time Proofreader / Editor's Assistant

The Kansas Secretary of State is hiring a Part Time Proofreader / Editor's Assistant to serve in our Publications department. This position will be primarily responsible for: 1) proofreading regulations submitted by state agencies, 2) comparing information and/or figures to detect discrepancies, and 3) general office activities including data entry, filing, research, and assisting customers as well as other employees.

Work Examples

The Part Time Proofreader / Editor's Assistant will be asked to proofread original regulations as submitted by state agencies for filing. Compare information and/or figures on one record against the same data on other records or with an original copy in order to detect errors. Enter information into agency computer systems. Maintain a filing system. Respond to customer inquiries in a polite, timely and accurate manner. Research inquiries as provided by customers and agency employees. Assist others in the agency as requested. This position may also be asked to assume the duties of editor in their absence.

Job Requirements

- High degree of accuracy in your work product and attention to detail
- Sound work ethic with a track record of dependability and reliability
- Strong interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism by demonstrating respect for customers, co-workers and supervisors
- Effective communication skills including the ability to actively listen and pleasantly share information with others in person, over the telephone and via email.
- Proven ability to understand office processes and procedures including knowing when it is appropriate to proceed independently, and when it is proper to ask for guidance.
- Proficient in the use of general office equipment (computer, phone, fax, copier, etc.) and comfortable learning new processes and adapting to change.
- Working knowledge of Microsoft Office products (particularly MS Word and Excel).

Salary and Hours

This is a part time, non-benefits eligible position. The Secretary of State's hours of operation are Mon through Fri, 8:00 am to 5:00 pm. The successful candidate will be able to work 20-25 per week. The starting salary for this position will be \$8.60/hr.

Application Deadline

This position will remain open until a qualified candidate is hired.

Application Requirements (2)

- Kansas Secretary of State Employment Application – Please visit us online to complete an application, or to obtain a copy for mail, fax, e-mail or hand delivery.
http://www.kssos.org/about/about_resources_job.asp.
- Resume – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.

Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

Contact Information

For information regarding your application or the application process please contact Mike Brassel.

Phone: (785) 291-3603
Fax: (785) 368-8032
E-mail: hr@sos.ks.gov
Web: <http://www.sos.ks.gov/>
Mailing Address: Kansas Secretary of State
Memorial Hall, Room 140
Attn: Mike Brassel
120 SW 10th Ave
Topeka, KS 66612-1594